

**CLASS TITLE: ASSOCIATE DIRECTOR MHRH
(DEVELOPMENTAL DISABILITIES)**

**Class Code: 02508100
Pay Grade: 42A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To develop, plan and administer a comprehensive community-based program for the diagnosis, care and treatment of persons with mental retardation and developmental disabilities, inclusive of clinical and administrative authority for budget, policy and program operations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of an Executive Director with wide latitude for the exercise of independent judgement; work is reviewed upon completion for conformance to laws, rules, regulations and departmental policies, procedures and instructions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and supervises the work of a variety of staff engaged in the delivery of clinical, administrative and support functions; closely supervises the work of administrative staff for conformance to established policies and procedures; through periodic assessment, evaluation and monitoring, provides staff with measures of performance related to service delivery.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for developing, planning and administering a comprehensive community-based program for the diagnosis, care and treatment of persons with mental retardation and developmental disabilities.

To exercise clinical and administrative authority for budget, policy and program operations.

To prepare operating and capital budgets and oversee expenditures; to ensure fiscal integrity and accountability.

To administer rate-setting operations including provider certification and review of contract implementation and provider performance.

To administer program development and utilization review through supervision and direction of social services, case management initiatives and professional and paraprofessional staff.

To administer the provision of resource and technical assistance support afforded to provider and clients.

To review Federal, State and Departmental rules, regulations and policies, to recommend and develop responsive procedures and practices and, as necessary, establish new policy.

To coordinate programs and services with other State agencies, other State governments, Federal agencies, municipalities and state-operated and contracted-for service providers.

To promote quality improvement activities and related staff training and development.

To provide administrative supervision to professional staff; supervises, as assigned, non-medical clinical services to assure appropriate service delivery.

To prepare and deliver verbal and written communications.

To represent the Division or the Department in a variety of roles and settings as required.

To undertake special administrative assignments related to state-operated programs under the administration of the Division of Developmental Disabilities, at the discretion of the Executive Director.

To assume the responsibilities of the Office of the Executive Director in the Executive Director's absence, as required.

To perform related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices associated with administration of a comprehensive community-based program of services for persons with mental retardation and developmental disabilities; a thorough knowledge of community facility organization, operation, finance and maintenance; the ability to maintain effective mechanisms for control and monitoring to evaluate personnel and program operations; the ability to integrate and coordinate effective administrative and clinical services within the developmental disabilities system; skill in evaluation, treatment and rehabilitation techniques utilized in assisting persons with mental retardation and developmental disabilities; the ability to provide clinical/administrative supervision to other professionals; the ability to present verbal and written information clearly and concisely; the ability to interpret and implement policies and to establish procedures; a thorough knowledge of emerging principles and practices in the field and the ability to apply this knowledge to planning and quality improvement processes; the ability to plan, organize, direct and review work performed by subordinate staff; the ability to provide leadership and direction; and related knowledges, skills, capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in a specialty area of Rehabilitation Services or in Public Administration, Business Administration, or a related field; and

Experience: Such as may have been gained through employment in a responsible clinical/administrative position within a large public or private program or system providing services for people with mental retardation and developmental disabilities.

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